

**MINUTES OF THE
1998 MIDWESTERN LEGISLATIVE CONFERENCE
ANNUAL MEETING HOST COMMITTEE**

Tuesday, June 30, 1998
10:00 A.M.
Room 156-A, State House
Indianapolis, IN 46204

Members Present: Co-Chairpersons Senator Sue Landske and Representative Jerry Denbo; Senators James Lewis and James Merritt; Representatives Robert Behning and Dan Stevenson; Lay Members George Fleetwood and Bill Soards.

Members Absent: Senator Glenn Howard; Representative Mary Kay Budak; Lay Members Maureen Ferguson and Costa Miller.

Others Present: Representative Sue Scholer, Chair, Midwestern Legislative Conference and Mary Cummins, Legislative Services Agency (LSA).

Senator Landske called the meeting to order. Subcommittee Chairs and members of the Staff Coordinating reported as shown below.

Fundraising. Senator James Lewis reviewed the report received this morning from the Midwest Office of the Council of State Governments (CSG) showing a total of \$188,000 raised to date. This leaves a shortfall of about \$14,000. A letter to gaming interests has been sent and will be followed by personal contact by members of the committee. A sample invitation for the Sponsors' Reception sent by CSG was approved by the committee. All Indiana legislators will be invited to the reception.

Hospitality. Senator James Merritt stated a need to increase the budget for purchase of gift bags. The original price was for a bag that will be too small. Senator Merritt moved to add enough money to the budget to pay \$500 for the bags. The motion was seconded and adopted unanimously by voice vote. (Note: a revised budget allowed \$1,080 creating a \$580 adjustment to the budget.) The Committee agreed to insert a list of donors in the gift bags.

Evening Events. Bill Soards told the Committee that the Sunday Artsgarden Reception and the Connor Prairie events are set and waiting for final numbers for the caterers. A "meet and greet" area will be set up with a table and fire safety gift bags for children at the Artsgarden. Other areas discussed for children were: a "green room" on the basement level and the upper level of the Artsgarden. The committee agreed that the basement room was too far from the reception and Mr. Soards was advised by Artsgarden personnel that the upper level of the Artsgarden would be uncomfortably warm.

Representative Behning reported on the State Dinner to be held at the State House. A walk through with Mary Jane Kelley, Department of Administration (DOA), will be done following this meeting. Among things to ask are that the south doors of the State House and the tunnel to One North Capitol and the Mall be open for the dinner on Tuesday evening. Ms. Kelley will also be asked for permission to open the south doors on Sunday afternoon for tours of the State House.

Spouse/Children. Laura Bauman, Staff Coordinating Committee (SCC) member, said plans are complete and waiting for final attendance numbers.

Volunteers. Gerri Hampe, SCC member, reported all time slots for volunteer needs are filled at this time. Senator Landske said volunteer shirts have been ordered.

Transportation. Amy Elifritz of the SCC reported in the absence of Costa Miller. Jeff Porter, LSA, is working on transportation with Amy. The transportation budget has been revised and is being reduced by \$2,352. Times before and after those in the agreement with Lew White Tours for the shuttle to and from the airport will be handled by the two vans the committee will have. A letter signed by the Co-Chairs of the Host Committee and mailed today to Sheriff Jack Cottey requests parking and transportation support from the Sheriff and/or the Indianapolis Police Department.

Registration/Host State Office. The Host State Office will be a secure area for volunteers to store personal belongings while on duty and to store gift bags. The bags will be transported to the registration area as needed. There will be a water station in the office but no other food or beverage service and no telephone. Telephone needs will be met by cell phones furnished by GTE and CSG will have phones for necessary use.

Registration training will be late Friday afternoon, July 31. After training, volunteers may help stuff delegate packets. CSG indicated the Host Committee could insert something in the packets and the Committee agreed that a list of restaurants that will be open Sunday evening would be helpful. Cheryl Bruns and Lynn Dennis, (SCC), are compiling that information. All subcommittees need to compile a list of names for each person involved so a name badge can be available. The information needs to include whether they are a volunteer (name badge only) or attendees (regardless of number of days or events).

Speaker John Gregg and President Pro Tempore Robert Garton have approved reimbursement for any member of the General Assembly who wishes to attend the conference. Representative Scholer is working on a letter to members that will encourage them to attend and will include information about full, one-day (\$100 for Monday and/or Tuesday), and one-event (\$50 per person per event) fees for delegates and spouses.

The next meeting of the Host Committee will be held on Tuesday, July 15, 1998 at 10:00 A.M. in Room 156-A of the State House.